

# Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

## Type of Agenda Item:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                         | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                   | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                       | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                              | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Individuals' contracts are being renewed for positions of Special Projects Coordinator. He is assigned to the admin section of IT and is responsible for managing all projects that require IT support. Additionally, this individual is responsible for developing standards on new technologies that apply to processes within the City of El Paso. Contract employee, contract must be approved by City Council before he can assume his duties.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for this Individual will be at the rate of \$2193.50 on a bi-weekly basis

## Statutory or Citizen Concerns:

None

## Departmental Concerns:

Department needs to have this individual in place in order to provide continued support to all City departments on their specific needs and requirements.

26 21 14 1 700 1007  
INVESTMENT TO CITY

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **WALTER E. TOWNSEND**, to assist the Information Technology Department as a Special Projects Coordinator at a biweekly rate of \$2,193.50 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

**APPROVED** this 7th day of July, 2004.

THE CITY OF EL PASO

---

Joe Wardy  
Mayor

ATTEST:

---

Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

---

Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS       )  
                                  )  
COUNTY OF EL PASO    )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **WALTER E. TOWNSEND**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Special Projects Coordinator; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at a biweekly rate of Two Thousand One Hundred Ninety Three and 50/100 Dollars (\$2,193.50).     The employee shall work a minimum of forty (40) hours per week.     Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay.     The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans.     The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in

the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to

be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the

Employee at the following addresses:

CITY: City of El Paso  
Information Technology Department  
Attn: Director  
#2 Civic Center Plaza  
El Paso, Texas 79901

EMPLOYEE: Walter E. Townsend

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 7th day of July , 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Walter E. Townsend  
SSN:

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Tony Montoya, Director  
Information Technology Department

**ATTACHMENT A**  
**SCOPE OF DUTIES STATEMENT**

**SPECIAL PROJECTS COORDINATOR**

**(EL PASO CONTRACT POSITION)**

---

***Summary***

Under general direction, coordinate the activities of special project team to assist the Information Technology Director with development and implementation of new and changed services and allied construction.

***Typical Duties***

Coordinate assigned projects pertaining to provision of telecommunications services, and facility and infrastructure construction. Involves: Collaborate with Engineering and facility users during every phase of construction from pre-design to acceptance on telecommunications systems and construction related voice, data, video, and security infrastructure. Collaborate with architects and contractors, and subcontractors in the design and construction of facilities to provide for and utilize telecommunications systems. Oversee development of funding requirements and identification of funding sources for construction projects. Review architectural plans with City Engineering, attend meetings and provide direction to architects, contractors, and subcontractors during the design and construction to ensure design compliance. Identify and resolve problems, and integrate and review construction schedules. Conduct site visits to view work in progress to insure compliance with specifications. Develop scope of work, specifications, and rough designs for construction of telecommunication facilities, and infrastructure for new construction and renovation of existing buildings.

Coordinate assigned projects pertaining to planning for and acquiring information systems hardware and software and facility and infrastructure construction. Involves: Collaborate with users and specialists within IT and other departments to identify requirements and specifications for system hardware and software. Develop and review Requests For Proposals (RFP's) before release for solicitation to insure compliance with design specifications and implementation requirements. Review responses from vendors and coordinate evaluation of responses. Compile and present information regarding vendor compliance with specifications to selection committee and participate in selection process. Confer with Purchasing during the creation of the RFP, review of responses, and meetings with vendors to insure department compliance with state and local purchasing regulations. Draft documentation for presentation to Mayor and council that defines the selection process, rational for vendor evaluation and factors affecting final selection. Work with state and local agencies in researching and defining projects and determining how they benefit or impact the City. Develop cost benefits analysis for current and proposed projects. Oversee development and documentation of information technology strategic goals and objectives provided by departments. Conduct research and provide analysis to the Department Director and other departments as required for special projects. Direct personnel assigned to projects as required for project implementation and provide input to supervisors on performance of individuals while assigned to projects.

Perform miscellaneous related duties as required. Includes: Conduct, compile, and summarize research related to project and strategic planning, provide oral and written reports related to project implementation.

***Minimum Qualifications***

Training and Experience: Equivalent to a combination of a Bachelor degree in Information Systems or related field and four (4) years of professional experience in information systems management and design, at least two (2) years of which was in project management related to information technology.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

# Walter E. Townsend

---

## Objective

To obtain a management position of greater responsibility which also affords opportunities for advancement, education, and increased income.

## Work experience

8/1970 - 12/1985

United States Army

Various Locations

### Attack Helicopter Instructor Pilot

■ Developed and conducted beginning, intermediate, and advanced flight and operational training programs. Conducted periodic individual and unit evaluations. Functioned as battalion training officer and operations officer. Maintained individual training records and supervised operations staff consisting of up to five personnel while in garrison and ten personnel while participating in tactical field exercises. Assisted in the planning and implementation of temporary and permanent airfields for training and tactical exercises. Assist in the coordination of Airfield operations during training and tactical operations. Assist in the development and implementation of safety procedures related to flight and ground operations.

12/1985 - 1/1989

United States Army

MTMC Bremerhaven, Germany

### Detachment Commander

■ Management responsibility for all functions related to the 562<sup>nd</sup> Detachment, which had an authorized strength of 30 personnel who maintained and operated all data processing equipment, support vehicles, and data processing communications systems for the military port at Bremerhaven. My duties included system analysis, oversight of application programming section, the operations sections, and the maintenance section. System analysis for review of existing systems and identification and implementation of new technologies. Make recommendations to the Commander regarding modifications to existing systems and acquisition of new systems. Maintain an extensive database for the tracking of cargo into and out of the largest and busiest Department of Defense (DOD) port in the world. Develop a strategic plan to identify both short and long-term automation requirements for operations during peacetime and wartime. Manage the design, development, testing, implementation, training, and continuing maintenance of new systems to include benefit vs. cost analysis and personnel requirements. Review and approve documentation for new applications and systems in accordance with DOD standards. Manage the operation of an extensive network, which included LAN, WAN, and satellite communications with other ports in the United States and various locations throughout the world. Conduct regular evaluations of detachment personnel, oversee training for all personnel to insure compliance with Army standards for readiness and professional development, evaluate disciplinary problems and recommend appropriate action. Work with DOD contractors during the implementation of new systems. Develop and control the detachments annual budget

2/1989 - 10/1993

United States Army

Ft. Bliss, TX 79916

### Attach Helicopter Instructor Pilot

■ Duties as described in paragraph 1 above as well as, supervised operations staff consisting of up to six personnel while in garrison and fifteen personnel while participating in tactical field exercises. Designed, coded, tested, and implemented the first automated aviation-training system for the 3<sup>rd</sup> Armored Cavalry Regiment to include documentation and training. This system was developed using Dbase III+ and functioned as a stand alone executable application which documented and reported all aspects of training for over four hundred crew members and pilots. This system was still in use by the regiment at the time of my departure in December of 1993.



12/1993 - 6/1994

City of El Paso, El Paso Police Dept

911 N. Raynor El Paso, TX 79903

### **Programmer Analyst**

■ Duties included conducting system analysis to identify automation requirements for the Police Department to include meeting with users, system design, application coding, testing, system documentation, and user training. Work with management to identify hardware and software to include reviewing technical information and white papers, evaluation of trial products and prototypes, and selection of vendors for award of contracts. Assist in the development of short and long-range goals for the section to include the identification of potential funding to accomplish those goals. Maintain existing programs and work with users to identify and implement program changes. Trouble shoot application programs written in Dec C++ and Dec Datatrieve. Develop programs to interface with the Department's RMS application and related relational databases to meet specific requirements not provided by the vendor using C++ and Datatrieve. Use Oracle's Command Data Dictionary and Rdb relational database development tools to create databases in support of new applications. Assist in the creation of an annual budget for the section and insure that continuing and new contracts for software and hardware are properly funded and administered. Assist in the design and implementation of network systems to include system design, product selection, hardware installation and configuration, and user and operator training. Trouble shoot and resolve network problems for both hardware and software and personal computers problems to include both hardware and software, and workstations and terminals.

7/1994 – 9/2001

City of El Paso, El Paso Police Dept

911 N. Raynor El Paso, TX 79903

### **Information Processing Resources Manager**

■ Insuring the most efficient, effective, and secure methods of operation for all aspects of the El Paso Police Department's information systems, as well as plan, develop, evaluate, and implement administrative practices, policies, and procedures to execute those methods. Manage and control a departmental information technologies annual budget as high as 1.5 million dollars including general fund, confiscated funds, and state and federal grants. Develop, implement, and evaluate practices and procedures to control the operation of the Department's information systems, local area networks, wide area networks, wireless network, video conferencing network, and database applications. Establish operational procedures to direct and control access to information systems by internal and external agencies in accordance with established Department, State, and Federal guide lines for various files and relational databases valued at over 5 million dollars and information systems valued at over 3.3 million dollars. Establishing operational schedules to control recurring functions, on going projects, and systems implementation plans both within the Department and through private corporations for various information systems. Co-chairperson for the department's Technologies Integration Committee. Develop short term and strategic technology goals for the Department and guide their accomplishment. During my tenure with the Police Department I have headed or material participated in the following projects:

- Installation of mobile data terminals and computer in 280 police vehicles, including installation and maintenance for a Motorola RNC 6000 and base stations linking the mobile systems over RDLAP.
- Implementation of a video conferencing system linking the city and county law enforcement agencies and the District Attorney's office.
- Implementation of WAN linking five regional commands, six remote offices with the Police headquarters, supporting over 700 terminals, PC's, and servers running Decent, LAT, Unix, OpenVMS, MS Windows, and MS NT Back Office.
- Implementation of a Microsoft NT network linking the Police headquarters systems over a Compaq/Digital Gigi-switch ATM network.
- Implementation and training for a Department GIS utilizing MapInfo and Arcview.
- Implementation of a resource management system which now schedules all patrol officers.
- Implementation of a department training center supporting training in all the department's information systems.
- Implementation of an in-house department data warehouse accessed through a department Intranet.
- Supervise assigned subordinate supervisory, clerical and technical personnel consisting of:
  - 1 - Network administrator
  - 1 - Programmer/Analyst
  - 4 - PC LAN Specialist II
  - 2 - Police Information Systems Specialist

## **Special Projects Coordinator**

### **Construction**

Coordinate with Engineering and facility user(s) during every phase of construction from pre-design to acceptance on telecommunications systems and construction related voice, data, video, and security infrastructure for new construction and facility renovation. Coordinate with architects and contractors, and subcontractors in the design and construction of facilities to provide for and utilize telecommunications systems. Coordinate development of funding requirements and identification of funding sources for construction projects. Review architectural plans with Engineering, constructors, subcontractors, and facility users to insure design compliance with telecommunications requirements. Attend meetings and provide direction to architects, contractors, and subcontractors during the design and construction to coordinate design compliance, identify and resolve problems, and coordinate and review construction schedules. Conduct site visits to view work in progress to insure compliance with specifications for telecommunications systems. Develop scope of work, specifications, and rough designs for construction of telecommunication facilities, and infrastructure for new construction and renovation of existing buildings. Approve final designs for all cabling installation for City facilities

### **Information Systems**

Coordinate with users and specialist within IT and other departments to identify requirements and specifications for system hardware and software. Conduct research to identify new trends and innovations in information systems, and to determine best practices among industry leaders. Develop and review RFP's prior to release for solicitation to insure compliance with design specifications and implementation requirements. Review and evaluate responses from vendors as well as coordinate the evaluation process. Compile and present information regarding vendor compliance with specifications to selection committee and participate in selection process. Coordinate with Purchasing during the creation of the RFP, review of responses, and meetings with vendors to insure department compliance with state and local purchasing regulations. Draft documentation for presentation to Mayor and council to define selection process, rational for vendor evaluation, and factors effecting final selection. Work with state and local agencies in researching and defining projects and determining how they way benefit or impact the City. Develop cost benefits analysis for current and proposed projects. Assist Divisions managers in project management and act as project manager or deputy project manager.

### **Personnel**

Identify members and organize teams as required for project implementation. Plan and conduct regular and emergency meetings during implementation process. Develop project plans or evaluate plans submitted by vendors. Insure that milestones and timetables are meet in accordance with project plan. Provide direction to team members by assigning duties and responsibilities to team members to insure efficient project completion. Evaluate performance and report performance to supervisors for inclusion in performance evaluations. Utilize Microsoft Project Manager to develop, design and manage project implementation.

### **Education**

- BS Computer Science    Park College
- Systems Analyst Course, U.S. Army
- Administering Windows NT
- University of Phoenix, Introduction to Technology, Management MBA/Technology Management

### **Awards**

- Division Commanders Award, United States Army
- Meritorious Service Medal, United States Army
- Army Commendation Medal, United States Army
- Joint Commendation Medal, United States Army